

TITLE: Management Analyst

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DEPARTMENT: VariousREPORTS TO: Division Manager and Department DirectorSUPERVISES: Serves as Lead on Project BasisDEFINITION:

Performs a wide variety of moderately difficult to complex professional, technical and administrative support activities requiring in-depth knowledge of City, department and program activities.

DISTINGUISHING CHARACTERISTICS

The Management Analyst classification is distinguished from the Administrative Analyst classification by performing more complex financial, budgetary and project management assignments, with department- or City-wide impact. This classification is required to work independently with little supervision, exercise independent judgment on a recurring basis, perform complex analysis and forecasting in area of assignment, and to solve complex and technical problems.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Coordinates the annual budget process for departmental budget process; writes narratives for cross-divisional packages; ensures divisional budgets are consistent, meet established goals and are defensible through the budget package.

Prepares, schedules and coordinate various departmental programs; reviews feasibility of proposed projects; coordinates preparation of revenue forecasts; ensures revenues are available to cover programs.

Provides project management for special projects; performs project duties and/or leads project teams on City-, department- and/or division-wide projects.

Prepares news releases, coordinates departmental community events and serves as City representative for public involvement on special committees and groups.

Performs a variety of research and fiscal analysis related to special projects including policy development, grant application preparation and cost-benefit feasibility studies.

Researches, develops and writes a variety of reports including quarterly and annual reports, staff reports, departmental policies, and Council memos and agenda items; conducts research, analyzes findings and presents recommendations.

Coordinates development and updating of Management Plan; prepares draft Management Plan ensuring management plan information is submitted on schedule and in proper format.

Coordinates division manager's quarterly updates to the Management Plan; ensures consistency across divisions.

OTHER JOB FUNCTIONS

Manages consulting contracts on a project basis.

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment but may also require travel to meetings.

QUALIFICATIONS:

Knowledge of:

- Governmental operational practices and procedures.
- Departmental programs, policies and regulations.
- Research and forecasting methods and procedures.
- Governmental budget procedures.
- Engineering and finance methods and procedures.

Ability to:

- Conduct in-depth financial and policy analysis and research and prepare detailed reports.
- Perform professional-level work independently.
- Manage very large projects independently.
- Interpret and apply department/program information in making work decisions or in providing information to others.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with other employees, representatives of governmental and community agencies and the public.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelors degree in Public or Business Administration or related field (Masters degree in Public Administration preferred) and three to five years progressively responsible experience including research, project management, budget & finance, development and implementation of programs, public relations, presentations and report writing.

Licenses, Certificates, and Other Requirements

A valid driver's license.